

Sample 3-day, non-residential workshop budget, with seed funding only

Item	Description	Amount
Meals	\$30/day x 3 days x 25 ppl related to sessions and/or for	2250
Materials	classroom use	150
Organizer honoraria	\$150 x 4 organizers	600
TOTAL		3000

Sample 3-day, non-residential workshop budget, with additional funding

Item	Description	Amount
Meals	\$30/day x 3 days x 25 ppl related to sessions and/or for	2250
Materials	classroom use	500
Organizer honoraria	\$300 x 4 organizers	1200
Guest session leader	\$150 x 1 guest session leader	150
Teacher stipends	\$100/day x 3 days x 21 ppl	6300
TOTAL		10400

Notes

*Figures are for a 3-day, non-residential workshop with 25 participants, including organizers.

*Travel costs and a stipend for your Circle Mentor are paid by the MTC Network.

*Administrative costs, if not donated, should be factored into your budget.

*It is assumed that meeting space and photocopies are donated.

Sample 5-day, residential workshop budget

Item	Description	Amount
Hotel	\$120/night x 5 nights x 25 ppl	15000
Meals	\$30/day x 5 days x 25 ppl related to sessions and/or for	3750
Materials	classroom use	500
Organizer honoraria	\$500 x 4 organizers	2000
TOTAL		21250

Notes

- *Figures are for a 5-day, residential workshop with 25 participants, including organizers.
- *Travel costs and a stipend for your Circle Mentor are paid by the MTC Network.
- *Administrative costs, if not donated, should be factored into your budget.
- *It is assumed that meeting space and photocopies are donated.